

USF/HEA
STATE OF NEW JERSEY
HEATING SYSTEM IMPROVEMENT
DEALER/SERVICE CONTRACT ASSURANCES

Company Name: _____

Address: _____

Phone Number: _____

E-mail Address: _____

In connection with the performance of work under the **Low Income Home Energy Assistance Program**, the above- cited Dealer/Service Company (hereinafter referred as the Contractor) assures the State of New Jersey that he/she shall:

1. Provide only those program services specifically authorized, unless he/she receives permission from the Local Government/Community Action Agency to delete and/or add services.
2. Professionally complete all authorized services within one week following the receipt of the letter of authorization.
3. Achieve and submit to the agency in writing the following minimum performance standards:
 - a. If an oil-fired unit, a steady-state efficiency of 80% or more, a reading of one or less on the Bacharach smoke scale, a minimum carbon dioxide reading of 10.5%, and a carbon monoxide reading of no greater than 100 ppm in the flue.
 - b. If a gas fired unit, a rating in the Gas Appliance Manufacturers Association Customer Directory of Certified Efficiency Rating of no less than 77.5% AFUE, and a post installation test standard of no greater than 9% O₂, and carbon monoxide reading of no greater than 100 ppm in the flue.

Gas units that require a higher oxygen reading, per the manufacturer's instructions, are acceptable but must be documented in the form of a letter from the manufacturer and /or the installation specifications.

4. Hold harmless the State of New Jersey and the Local Government/Community Action Agency with respect to any damages or liabilities arising from any conduct performed by the Contractor or his/her staff. In the event that any litigation arises due the conduct from the Contractor, the Contractor shall hold harmless the State of New Jersey and the Local Government/Community Action Agency pursuant to these program assurances. The Contractor shall maintain insurance to sufficiently cover any and all damages that may result from the Contractors participation in

this program, including General Liability Insurance (with completed operation coverage) in an amount not less than \$500,000 for each occurrence of bodily injury and \$500,000 for each occurrence of property damage, and shall ensure that the State of New Jersey and its officers, employees and agencies are named as insured parties under any such insurance policy. Workmen's compensation coverage is also required, unless the contractor is the sole proprietor in which case, self-protection coverage is sufficient. The Contractor shall provide a certificate of said insurance coverage to the Agency prior to initiation of services for the Heating System Replacement Program.

5. Acquire any and all necessary permits and submit a copy to the agency before proceeding with any authorized service. Insure that the completed installation complies with all applicable laws, ordinances, and codes of the local, state and federal governments, and is in compliance with safety standards of local code authorities and/or public utilities.
6. Agree to meet minimum performance standards as outlined in 3a and b, before requesting payments for a heating system installation.
7. Agree to service his/her workmanship and materials free of charge for a period of one year after the installation of such materials (one year parts and labor warranty). Shall follow-up on any complaints associated with Heating System Replacement services provided for the Program within (5) calendar days except when the complaint is of no heat, which shall be followed-up within 24 hours of notification.

The Contractor hereby certifies that the statements made in these assurances shall be complied with and that the person whose signature appears below is the authorized representative of the Contractor.

Date _____

Name and Title of Responsible Officer

Signature of Responsible Officer

Please check off all that apply

Counties of Service:

01	Atlantic	
02	Bergen	
03	Burlington	
04	Camden	
05	Cape May	
06	Cumberland	
07	Essex	

08	Gloucester	
12	Hudson	
09	Hunterdon	
10	Mercer	
11	Middlesex	
13	Monmouth	
14	Morris	

15	Ocean	
16	Passaic	
17	Salem	
21	Somerset	
18	Sussex	
19	Union	
20	Warren	

Please check off all that apply

Types of Service:

01	Coal	
02	Electricity	
03	Kerosene	
04	Natural Gas	
05	Oil	
06	Propane	
07	Wood	
08	Heating repairs	



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS
101 SOUTH BROAD STREET
PO BOX 800
TRENTON, NJ 08625-0800

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

LORI GRIFA
Commissioner

TO: CONTRACTORS

FROM: JOSE SANCHEZ, SUPERVISOR
LOW INCOME HOME ENERGY
ASSISTANCE PROGRAM

RE: USFHEA CONTRACTOR'S ASSURANCES

Attached you will find a copy of the "Contractor's Assurances" which is a document that any licensed contractor must sign to provide heating repair services to Home Energy Assistance Program participants in New Jersey. Due to changes in the Home Energy Assistance Program and the database use to process benefits, contractors will receive direct payments from the State of New Jersey **for emergency heater repairs and other services**. Only Vendors who sign and return this contract will be approved to receive payments from the Home Energy Assistance Program. Only original documents with original signatures will be accepted (no photocopies, e-mails or faxes). Please complete all three pages of this agreement and return to the following address:

DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF HOUSING & COMMUNITY RESOURCES
OFFICE OF LOW INCOME ENERGY CONSERVATION
101 SOUTH BROAD ST, PO BOX 811
TRENTON, NJ 08625

ATTENTION: MIGUEL A GONZALEZ
HOME ENERGY ASSISTANCE PROGRAM

If you have any questions or concerns contact Miguel A Gonzalez, Home Energy Assistance Coordinator at (609) 292-3374 or via e-mail at mgonzalez@dca.state.nj.us.